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Per main file
17-2647

Office Memorandum · UNITED STATES GOVERNMENT

TO : [illegible] Records Officer

DATE : 5 December 1957

FROM : Acting Chief, Accounts Branch

SUBJECT: Justification for Purchase of Remington Rand Folders

1. Attached hereto is Requisition No. 99uB-712-57 for the purchase of three dozen Remington Rand Folders with one divider, size 14 3/4" by 9 1/2", Cat. No. 52558 RP. These folders are needed by the Reports and Analysis Unit, Accounting Control Section, Accounts [illegible] for properly controlling all information in connection with the analyzing and posting of the General Ledger Accounts. These folders will contain the following information:

a. Monthly Work Sheets used in the reconciliation of an account.

b. Daily Work Papers.

c. Copies of outgoing memoranda applicable to account.

d. Copies of Schedules of Collections on various accounts.

e. Copies of incoming memoranda in answer to (d) above.

f. Adjusting entries processed applicable to an account.

2. It is requested that the specified file folders be procured as:

a. It is felt that all correspondence, work papers, etc. should be maintained in one folder.

b. That safe space would be most efficiently utilized as the number of file folders would automatically be reduced.

c. That considerable man hours will be saved both in filing and in reference time both by the individual handling the specific account and the individuals interested in any particular aspect of the account.

2-d/ Files on several

1 Remington Rand folders with one divider size 14 3/4" by 9 1/2" Cat No. 52558RP

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d. Files on several of the accounts are retained permanently in the Reports and Analysis Unit.

3. It is hoped that the above will completely justify the procurement of subject folders as the justification stated on the attached requisition is for a similar type heavy duty folder, which will not satisfy the needs of the Reports and Analysis Unit.

[redacted] 25X1A9a

Attachment:
As Stated

APPROVED:

[redacted]
Area Records Officer

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